Personnel

MEMORANDUM FOR: Deputy Director for Administration
                Deputy Director for National Foreign Assessment
                Deputy Director for Operations
                Deputy Director for Science and Technology
                Chairman, Executive Career Service Board

FROM   : F. W. M. Janney
                Director of Personnel

SUBJECT   : FY 1979 Annual Personnel Plan, Phase II

    1. As you are aware, the Annual Personnel Plan (APP), is now
prepared in two segments. Phase I is the goal setting for the upcoming
fiscal year and Phase II is the evaluation of the goals of the previous
fiscal year. Forwarded herewith are the report forms for the FY 1979
APP, Phase II, the evaluation of FY 1978 goals. Most of the forms are
self-explanatory but specific instructions are provided where clarifica-
tion may be needed.

    2. The forms are prepared in a format which permits the tracking
of the individual goals and achievements of your subgroups, as well as
the collation into a Career Service report. "Total" lines on page
when compiled for the Career Service as a whole should include only the
Career Service and Agency losses and gains but we ask the data for the
Subgroup losses and gains be included on the page to give management an
idea of the amount of movement of a permanent nature within a Career
Service. It is requested particular attention be paid to the report on
rotational assignments, both intra and inter. The computer statistics
for this information is a GAP report and includes all rotational assign-
ments which were in existence during the fiscal year. This is valid for
the reports on page 5 which are intended to reflect the number of all
such assignments in existence during the period covered by the report.

    3. Statistics for professional employees in any of the reports may
be adjusted from the computer runs to include professional trainees who
may carry a clerical category code because of a training or development
assignment in a clerical slot. Arrangements are being made for such
employees to be identified on the records as "Professional Trainees"
but the program is not yet in operation.

4. It is requested that a brief summary of your analysis of the data be included in the transmittal memorandum, explaining any shortfall in reaching the goals, noting achievements in minority and women professional employment and advancement, identifying offices with particular successes or particular problems. Large personnel movements occasioned by functional changes should be specifically identified. The APP statistics are used during the year for numerous studies and reports on Agency personnel, and analysis by the Career Services insures are using the same data base and are providing accurate information and correct interpretations of the statistics

5. The completed APP, Phase II reports are due in the Office of Personnel no later than 2 February 1979. Please submit the Career Service collated reports in two copies, with one copy of each Subgroup report.

/s/ E. M. Janney

F. W. M. Janney

Attachments

Distribution:
    Orig & 1 - DDA, w/atts.
         1 - Each other adse, w/atts.
         2 - D/Pers, w/atts.
         1 - OP/RS, w/atts.

STATINTL   OP/P&C/RS/████████:cmc (18 Dec 78)

AIDS AND GUIDANCE FOR PREPARATION OF
THE FY 79 APP REPORT (PART II)

OVERALL: Do not adjust goals your components established on the FY 78
APP, nor any of the historical data for FY 77 or prior years.

Page 1

When this page is used by the Career Service Subgroups, the
Losses and Gains will include all three types of losses and gains on
Page 1a. This provides a basis for Career Service review of personnel
movement as it affects the individual offices. In developing the
Career Service APP, however, this page will summarize only the losses
and gains for Career Service and for the Agency. (Lines 3 and 4 & 7
and 8 of Page 1a.) The Office of Personnel will develop the Agency
Loss and Gain statistics from the Career Service submissions, e.g.,
Lines 4 and 8 only on Page 1a.

Line 1 data should be taken from Line 1 on Page 1 of the FY
78 APP. This data is not to be adjusted. It is historical data.

Line 2 will be the same as Line 1, page 2 of the FY 78 APP.
It is not to be adjusted.

The other lines are self-explanatory; the goal lines come
from the FY 78 APP (do not adjust).

Page 1a

Lines 2 and 6 - Data on these lines reflects intra-Career
Service PCS transfers. When collated for the Career Service the losses
should match the gains in number as no employee reflected herein would

have left the Career Service in the move reported here. These numbers will not reflect in the Total Losses and Gains (Lines 4 and 6) on the Career Service consolidation.

Lines 3 and 7 - These lines reflect inter-Career Service transfers with a change of Career Service designation. The data on these two lines will not match for the Career Service report but when consolidated for the Agency, they should be equal, e.g., no employee reflected here has left the Agency in the move reported therein.

If for any reason your data on this page does not reflect the data on the computer list, please asterisk the number concerned and note on the back of the page the reason for and the number involved in the discrepancy.

Page 2

The totals on this page, both goals and "actual" will reflect on Line 9 and 10 of page 1.

Page 3

The data on this page supports the gross numbers for gains and losses on Page 1 and 1a. It provides the detail on the movement of personnel, intra and inter Career Service, "in" and "out" of the Agency, as well as conversions to professional status.

Pages 4, 5 and 6

Pages 4, 5 and 6 are important as evidence of personnel requirements; of temporary and permanent; intra and inter Career

2

Service; and advancement of employees to professional status. Please insure this data is as accurate as possible.

Page 4 - As noted on the page, the numbers on the chart reporting "Planned Lateral Entry (External)" of GS-12 and above professional personnel will also be included in the data for the larger scope report on Planned Professional Gains. The purpose of this chart is to identify the numbers of employees with significant prior work experience entering the Agency.

Page 5 - As noted in the covering memorandum, include all individuals who are or have been on rotational assignments during the year. Rotation, intra or inter, is directed to employee enrichment, hence the interest here is the number of individuals having the experience rather than how many jobs were filled.

Page 6 - The FY 78 estimated figures are taken from the related chart in the FY 78 APP. Do not adjust; if there have been organizational changes between Career Services which impact significantly on the estimates, note on the page.

Pages 7 and 8

The FY 78 estimates are taken from the related charts on the FY 78 APP.

The supplemental chart on these pages, Professional ODS and Promotions, is provided for comparative data and basis for percentages. The ODS line comes from Page 2, and professional promotion from the computer listing.

Pages 9 and 10

Same instructions apply here as for Professional except use the Technical employee data on Page 2 and from the computer listing.

Page 11

These are self-explanatory charts. The data for "Total Moves" comes from Page 4 and must match.

Page 12

The data for the EEO Core Objective Course percentages is taken from Page 13 report.

Page 13: Self-explantory.

Page 14

Line 1 is historical data and is to be taken from the FY 78 APP.

Page 15

Report on the chart only those employees who are low ranked because of poor performance. We are not, in this report, concerned with low ranking because of an arithmetical requirement.

Line 7 reports only those in Line 1 who were low ranked in FY 76 but not so ranked in FY 77.

The sum of Lines 10 through 15, while not totalled on this page, should be at least the same as the number on Line 1. As noted on the page, remedial training should be reflected in the report only when that is the sole action and there is no reassignment or downgrading associated with it.

Pages 16 and 17:   Self-explanatory.

Page 18

Self-explanatory. The average rating data for FY 75, 76 and 77 is taken from the FY 78 APP.

Page 19

Meetings or briefings reported here must be at least at the Office level for all employees. At the Career Service or Directorate level, meetings of complete categories, such as all clerical, all secretaries, all junior officers, all middle grade officers, or combination thereof, should be counted. Meetings of Office Chiefs or Deputies are normal events and not considered valid for this report.

5

FY 1979

ANNUAL PERSONNEL PLAN

PART II

FY 78 GOALS AND ACHIEVEMENTS - OVERALL PLAN*

COMPONENT

		TOTAL	18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03/02	SPS EP	WAGE BOARD
									GS GRADE											
CAREER SERVICE ON DUTY STRENGTH (ODS) 7/31/75 BASE YEAR _____ (AVERAGE GRADE)	1																			
CAREER SERVICE ON DUTY STRENGTH (ODS) 9/30/77 _____ (AVERAGE GRADE)	2																			
LOSSES**	GOAL	3																		
	ACTUAL	4																		
GAINS***	GOAL	5																		
	ACTUAL	6																		
PROMOTIONS	GOAL	7																		
	ACTUAL	8																		
CAREER SERVICE ODS 9/30/78	GOAL AV GRD _____	9																		
	ACTUAL AV GRD _____	10																		
ADJUSTED CAREER SERVICE POSITIONS	PROJECTION	11																		
	ACTUAL	12																		

COMMENTS: *INCLUDE ALL AND ONLY EMPLOYEES WITH SD OF CAREER SERVICE OR CAREER SUBGROUP.

**LOSERS INCLUDE RESIGNATION, TERMINATION DEATH, SERVICE EXTENDED SICK LEAVE PENDING DISABILITY RETIREMENT, EMPLOYEES ON REIMBURSABLE DETAIL, CHANGE IN SUBGROUP OR CAREER SERVICE DESIGNATION AS APPROPRIATE.

***GAINS INCLUDE EODS IN THE AGENCY, RETURN FROM OR TO AN EXTENDED SICK LEAVE, SUBGROUP OR CAREER SERVICE DESIGNATION AS APPROPRIATE.

REFERENCES: COMPUTER LISTINGS R426116 AND R484202

ORIGINALGUED BY O.S 7av
X DECL
EX
FY 79 APP (PART II)   1

FY 79 ACTUAL CHANGES

_____ COMPONENT

		TOTAL	GS GRADE																SPS EP	WAGE BOARD
			18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03/02		
CAREER SERVICE ODS 9/30/77 (AVERAGE GRADE _____)	1																			
ACTUAL PERSONNEL LOSSES FY 78* LOSSES BY CHANGE OF CAREER SUBGROUP**	2																			
LOSSES TO CAREER SERVICE (BY CHANGE OF CAREER SERVICE DESIGNATION)	3																			
LOSSES TO AGENCY	4																			
TOTAL LOSSES	5																			
ACTUAL PERSONNEL GAINS FY 78* GAINS TO SUBGROUP**	6																			
GAINS TO CAREER SERVICE (BY CHANGE OF CAREER SERVICE DESIGNATION)	7																			
GAINS TO AGENCY	8																			
TOTAL GAINS	9																			
ACTUAL ODS 9/30/78 AFTER GAINS/ LOSSES AND BEFORE PROMOTIONS	10																			
ACTUAL PROMOTIONS AND DOWNGRADES FY 78 TO GRADE (+)	11																			
FROM GRADE (-)	12																			
ACTUAL ODS 9/30/78 AFTER PROMOTION (AVERAGE GRADE _____)	13																			
ACTUAL ADJUSTED CEILING 9/30/78	14																			

COMMENTS: *INCLUDE ALL AND ONLY EMPLOYEES WITH SERVICE DESIGNATION OF SUBGROUP OR CAREER SERVICE CONCERNED.
**CAREER SERVICES ARE ASKED TO COMPILE THE SUBGROUP LOSSES AND GAINS ON THIS PAGE AS THIS FIGURE GIVES A REFLECTION OF THE MOVEMENT WITHIN A CAREER SERVICE.
DO NOT INCLUDE SUBGROUP NUMBERS IN TOTAL LOSSES OR GAINS.

REFERENCES: COMPUTER LISTINGS R484202 AND R426116

FY 79 APP (PART II)

1A

_____ COMPONENT

PERSONNEL ON DUTY STRENGTH REPORT - FY 78

BY CATEGORY

GRADES	GS	18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03/02	TOTAL GS	SPS EP	WAGE BOARD	GRAND TOTAL
PROFESSIONAL																					
CAREER SERVICE ODS GOAL 9/30/78																					
CAREER SERVICE ODS ACTUAL 9/30/78																					
TECHNICAL																					
CAREER SERVICE ODS GOAL 9/30/78																					
CAREER SERVICE ODS ACTUAL 9/30/78																					
CLERICAL																					
CAREER SERVICE ODS GOAL 9/30/78																					
CAREER SERVICE ODS ACTUAL 9/30/78																					

COMMENTS: PROVIDE WAGE BOARD _____
REFER SPS, EP IN THE PROFESSIONAL BLOCK.

REFERENCE: COMPUTER LISTING R426116

SECRET

FY 79 APP (PART II)   2

COMPONENT _____

PROJECTED AND ACTUAL PERSONNEL LOSSES - FY 78

		TOTAL LOSSES			CLERICAL			TECHNICAL			PROFESSIONAL		
			INTERNAL			INTERNAL			INTERNAL			INTERNAL	
		EXTERNAL	CAREER SERVICE	SUBGROUP	EXTERNAL	CAREER SERVICE	SUBGROUP	EXTERNAL	CAREER SERVICE	SUBGROUP	EXTERNAL	CAREER SERVICE	SUBGROUP
FY 78 PROJECTION	1												
FY 78 ACTUAL	2												

PLANNED AND ACTUAL PERSONNEL GAINS - FY 78

		TOTAL GAINS			CLERICAL			TECHNICAL			PROFESSIONAL			
			INTERNAL			INTERNAL			INTERNAL			INTERNAL		
		EXTERNAL	CAREER SERVICE	SUBGROUP	EXTERNAL	CAREER SERVICE	SUBGROUP	EXTERNAL	CAREER SERVICE	SUBGROUP	EXTERNAL	CLER/TECH CONVERTS*	CAREER SERVICE	SUBGROUP
FY 78 PROJECTION	3													
FY 78 ACTUAL	4													

COMMENTS: EXTERNAL - LOSS OR GAIN OUTSIDE THE AGENCY.
INTERNAL - ON-BOARD PERSONNEL, BUT TO OR FROM OUTSIDE THE REPORTING CAREER SERVICE OR SUBGROUP AND WITH A CHANGE IN SERVICE DESIGNATION.

*COMBINE CLERICAL AND TECHNICAL CONVERSIONS (PAGE 4) AS ONE NUMBER AND REPORT THAT NUMBER IN THIS COLUMN. WHEN TOTAL IS ADD THE COMBINED CLERICAL AND TECHNICAL NUMBER TO THE "SUBGROUP" NUMBER.

REFERENCE: COMPUTER LISTING R484204

_____ COMPONENT

PLANNED PROFESSIONAL GAINS

EXCLUDING CLERICAL AND TECHNICAL CONVERSIONS

PLANNED LATERAL ENTRY (EXTERNAL) OF

PROFESSIONAL PERSONNEL - GS-12 AND ABOVE

		CAREER TRAINEES	COLLEGE TRAINED UNDERGRADUATE DEGREE			SPECIALIST AND/OR ADVANCED DEGREE		
					INTERNAL			INTERNAL
		EXTERNAL	EXTERNAL	CAREER SERV	SUBGROUP	EXTERNAL	CAREER SERV	SUBGROUP
FY 78 PROJECTION	1							
FY 78 ACTUAL	2							

COMMENT: THE STATISTICS IN PLANNED LATERAL ENTRY CHART WILL BE INCLUDED IN THE EXTERNAL COLUMNS ABOVE.

	GRADES					
TOTAL	GS-16 AND ABOVE	GS-15	GS-14	GS-13	GS-12

COMMENT: SHOULD INCLUDE THE PLANNED ENTRY-ON-DUTY OF ALL EXPERIENCED PEOPLE FROM FEDERAL AGENCIES, BUSINESS, ACADEMIC, ETC. THESE ARE INCLUDED IN PROFESSIONAL GAIN CHART.

MOVEMENT OF CLERICAL AND TECHNICAL GS EMPLOYEES INTO PROFESSIONAL STATUS

		NUMBER OF CLERICAL EMPLOYEES CONVERTED TO PROFESSIONAL STATUS				NUMBER OF TECHNICAL EMPLOYEES CONVERTED TO PROFESSIONAL STATUS			
		TOTAL	CONSEQUENCE OF ACADEMIC TRAINING PRIOR TO EOD	CONSEQUENCE OF ACADEMIC TRAINING AFTER EOD	CONSEQUENCE OF ON-THE-JOB AND OTR TRAINING	TOTAL	CONSEQUENCE OF ACADEMIC TRAINING PRIOR TO EOD	CONSEQUENCE OF ACADEMIC TRAINING AFTER EOD	CONSEQUENCE OF ON-THE-JOB AND OTR TRAINING
FY 78 PROJECTION	3								
FY 78 ACTUAL	4								

COMMENT: NUMBERS IN PLANNED LATERAL ENTRY (EXTERNAL) ARE A SPECIFIC BREAK-OUT FROM NUMBERS IN PLANNED PROFESSIONAL GAINS

REFERENCE: COMPUTER LISTING R484204

_____ COMPONENT

ROTATIONAL ASSIGNMENTS OF GS PROFESSIONAL EMPLOYEES

		INTRA CAREER SERVICE ROTATIONAL ASSIGNMENTS FOR AGREED TOUR											
		NUMBER OF PROFESSIONAL MEMBERS OF OTHER SUBGROUPS IN YOUR CAREER SERVICE ASSIGNED ON ROTATION TO POSITIONS IN YOUR CAREER SUBGROUP TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENTS.						NUMBER OF PROFESSIONAL MEMBERS OF YOUR CAREER SUBGROUP ASSIGNED ON ROTATION TO OTHER CAREER SUBGROUPS IN YOUR CAREER SERVICE TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENT.					
		GS-16 AND ABOVE	GS 14-15	GS 12-13	GS 07-11	TOTAL No.	% *	GS-16 AND ABOVE	GS 14-15	GS 12-13	GS 07-11	TOTAL No.	% *
FY 78 PROJECTION	1												
FY 78 ACTUAL	2												

COMMENT: CONFINE TO EMPLOYEES WITH CAREER SUBGROUP DESIGNATION OTHER THAN THAT OF POSITION TO BE FILLED.

		INTER CAREER SERVICE ROTATIONAL ASSIGNMENTS FOR AGREED TOUR											
		NUMBER OF PROFESSIONAL EMPLOYEES FROM OTHER CAREER SERVICES ASSIGNED ON ROTATION INTO YOUR CAREER SERVICE WITH NO CHANGE OF SERVICE DESIGNATION, TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENT.						NUMBER OF PROFESSIONAL EMPLOYEES ASSIGNED ON ROTATION FROM YOUR CAREER SERVICE TO ANOTHER CAREER SERVICE WITH NO CHANGE OF SERVICE DESIGNATION TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENT.					
		GS-16 AND ABOVE	GS 14-15	GS 12-13	GS 07-11	TOTAL No.	% *	GS-16 AND ABOVE	GS 14-15	GS 12-13	GS 07-11	TOTAL No.	% *
FY 78 PROJECTION	3												
FY 78 ACTUAL	4												

COMMENT: *PERCENT OF PROFESSIONAL ODS.

FY 78

_____ COMPONENT

PROFESSIONAL EMPLOYEES - IDENTIFIED SEPARATION/REPLACEMENT REQUIREMENTS

		TOTAL	GS-16 AND ABOVE	GS-15	GS-14	GS-13	GS-12	GS-11 AND BELOW
FY 78 ESTIMATE ALL RETIREES	1							
FY 78 ACTUAL ALL RETIREES	2							
FY 78 ESTIMATE - RESIGNEES NOT DUE TO SURPLUS ACTION	3							
FY 78 ACTUAL - RESIGNEES NOT DUE TO SURPLUS ACTION	4							
FY 78 ESTIMATE - RESIGNEES DUE TO SURPLUS ACTION	5							
FY 78 ACTUAL - RESIGNEES DUE TO SURPLUS ACTION	6							
FY 78 ESTIMATE ALL LOSSES*	7							
FY 78 ACTUAL ALL LOSSES**	8							
FY 78 ESTIMATE REPLACEMENTS REQUIRED EXTERNAL	9							
INTERNAL	10							
FY 78 ACTUAL REPLACEMENTS EXTERNAL	11							
INTERNAL	12							

CIARDS RETIREES

1	FY 78 PROJECTION	
2	FY 78 ACTUAL	

CSRS RETIREES

3	FY 78 PROJECTION	
4	FY 78 ACTUAL	

COMMENTS: *TOTAL LINES 1, 3 AND 5.
**TOTAL LINES 2, 4 AND 6.

REFERENCES: COMPUTER LISTING 217 FOR STAFF PERSONNEL, R412590 FOR CONTRACT EMPLOYEES.

COMPONENT _____

PROFESSIONAL EMPLOYEES - STAFFING/PROMOTION

TOTAL PROFESSIONALS

	WOMEN					BLACKS						TOTAL PROFESSIONALS			
	STAFFING			PROMOTION		STAFFING			PROMOTION			FY 78 PROJECTION		FY 78 ACTUAL	
GRADE	BASE YR 75	PROJ. FY 78	ACHIEVE-MENT	PROJ. FY 78	ACHIEVEMENT	BASE YR 75	PROJ. FY 78	ACHIEVE-MENT	PROJ. FY 78	ACHIEVEMENT		ODS	PROMO-TION	ODS	PROMO-TION
GS-18															
GS-17															
GS-16															
GS-15															
GS-14															
GS-13															
GS-12															
GS-11															
GS-10															
GS-09															
GS-08															
GS-07 & BELOW															
TOTAL															
%*															

COMMENT: *PERCENTAGE FOR STAFFING IS OF TOTAL PROFESSIONAL ODS; FOR PROMOTION IT IS OF TOTAL PROFESSIONAL PROMOTIONS.
N.B. BLACK WOMEN ARE REFLECTED IN THE REPORTS ON BOTH WOMEN AND BLACKS.

REFERENCES: COMPUTER LISTINGS R412592 AND R484186

EEO STATISTICS - FY 78

PROFESSIONAL EMPLOYEES - STAFFING/PROMOTION

_____ COMPONENT

TOTAL PROFESSIONALS

	HISPANICS					ASIAN AMERICANS				
	STAFFING			PROMOTION		STAFFING			PROMOTION	
GRADE	BASE YR 75	PROJ. FY 78	ACHIEVE-MENT	PROJ. FY 78	ACHIEVEMENT	BASE YR 75	PROJ. FY 78	ACHIEVE-MENT	PROJ. FY 78	ACHIEVEMENT
GS-18										
GS-17										
GS-16										
GS-15										
GS-14										
GS-13										
GS-12										
GS-11										
GS-10										
GS-09										
GS-08										
GS-07 & BELOW										
TOTAL										
%*										

FY 78 PROJECTION		FY 78 ACTUAL	
ODS	PROMO-TION	ODS	PROMO-TION

COMMENT: *PERCENTAGE FOR STAFFING IS OF TOTAL PROFESSIONAL ODS; FOR PROMOTION IT IS OF TOTAL PROFESSIONAL PROMOTIONS.
N.B. WOMEN WHO HAVE A MINORITY RACIAL ORIGIN ARE REFLECTED IN THE REPORTS ON BOTH WOMEN AND MINORITY CATEGORY.

REFERENCES: COMPUTER LISTINGS R412592 AND R484186

EEO STATISTICS - FY 78

TECHNICAL EMPLOYEES - STAFFING/PROMOTION

_____ COMPONENT

TOTAL TECHNICALS

GRADE	TECHNICAL WOMEN						TECHNICAL BLACKS					
	STAFFING			PROMOTION			STAFFING			PROMOTION		
	BASE YR 75	PROJ. FY 78	ACHIEVE-MENT	PROJ. FY 78	ACHIEVEMENT		BASE YR 75	PROJ. FY 78	ACHIEVE-MENT	PROJ. FY 78	ACHIEVEMENT	
GS-18												
GS-17												
GS-16												
GS-15												
GS-14												
GS-13												
GS-12												
GS-11												
GS-10												
GS-09												
GS-08												
GS-07 & BELOW												
TOTAL												
%*												

FY 78 PROJECTION		FY 78 ACTUAL	
ODS	PROMO-TION	ODS	PROMO-TION

COMMENT: *PERCENTAGE FOR STAFFING IS OF TOTAL TECHNICAL EMPLOYEES ODS; FOR PROMOTION IT IS OF TOTAL TECHNICAL PROMOTIONS.
N.B. BLACK WOMEN ARE REFLECTED IN THE REPORTS ON BOTH WOMEN AND BLACKS.

REFERENCES: COMPUTER LISTINGS R412592 AND R484186

EEO STATISTICS - FY 78

_____ COMPONENT

TECHNICAL EMPLOYEES - STAFFING/PROMOTION

TOTAL TECHNICALS

GRADE	TECHNICAL HISPANICS						TECHNICAL ASIAN AMERICANS					
	STAFFING			PROMOTION			STAFFING			PROMOTION		
	BASE YR 75	PROJ. FY 78	ACHIEVE-MENT	PROJ. FY 78	ACHIEVEMENT		BASE YR 75	PROJ. FY 78	ACHIEVE-MENT	PROJ. FY 78	ACHIEVEMENT	
GS-18												
GS-17												
GS-16												
GS-15												
GS-14												
GS-13												
GS-12												
GS-11												
GS-10												
GS-09												
GS-08												
GS-07 & BELOW												
TOTAL												
%*												

FY 78 PROJECTION		FY 78 ACTUAL	
ODS	PROMO-TION	ODS	PROMO-TION

COMMENT: *PERCENTAGE FOR STAFFING IS OF TOTAL TECHNICAL EMPLOYEES ODS; FOR PROMOTION IT IS OF TOTAL TECHNICAL PROMOTIONS.
N.B. WOMEN WHO HAVE A MINORITY RACIAL ORIGIN ARE REFLECTED IN THE REPORTS ON BOTH WOMEN AND MINORITY CATEGORY.

REFERENCES: COMPUTER LISTINGS R412592 AND R484186

MOVEMENT OF CLERICAL AND TECHNICAL EMPLOYEES INTO PROFESSIONAL STATUS

_____ COMPONENT

		NUMBER OF CLERICAL EMPLOYEES CONVERTED TO PROFESSIONAL STATUS									
		BLACKS		ASIAN AMERICANS		HISPANICS		WOMEN**		WHITE MALES	
		No.	%*	No.	%*	No.	%*	No.	%*	No.	%*
FY 78 PROJECTION	1										
FY 78 ACTUAL	2										

TOTAL MOVES TO PROFESSIONAL STATUS		
	CLERICAL	TECHNICAL
FY 78 PROJECTION		
FY 78 ACTUAL		

		NUMBER OF TECHNICAL EMPLOYEES CONVERTED TO PROFESSIONAL STATUS									
		BLACKS		ASIAN AMERICANS		HISPANICS		WOMEN**		WHITE MALES	
		No.	%*	No.	%*	No.	%*	No.	%*	No.	%*
FY 78 PROJECTION	3										
FY 78 ACTUAL	4										

COMMENTS: *PERCENTAGE OF THE TOTAL CLERICAL OR TECHNICAL PERSONNEL BEING CONVERTED TO PROFESSIONAL STATUS IS REPORTED ON PAGE 4.
**WOMEN WHO ARE ALSO MEMBERS OF ONE OF THE MINORITY GROUPS WILL BE COUNTED IN BOTH PLACES; I.E., A BLACK WOMAN WOULD BE COUNTED IN BOTH BLACK AND WOMEN'S FIGURES.

REFERENCE: COMPUTER LISTING R484204

_____ COMPONENT

FY 78

TRAINING ENROLLMENT OF MINORITY AND WOMEN PROFESSIONAL EMPLOYEES

		EEO CORE OBJECTIVE COURSES*								OTHER OTR COURSES							
		BLACK		ASIAN AMER.		HISPANIC		WOMEN		BLACK		ASIAN AMER.		HISPANIC		WOMEN	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
FY 78 GOALS	1																
FY 78 ACHIEVEMENTS	2																

		COMPONENT CONDUCTED TRAINING								EXTERNAL TRAINING							
		BLACK		ASIAN AMER.		HISPANIC		WOMEN		BLACK		ASIAN AMER.		HISPANIC		WOMEN	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
FY 78 GOALS	3																
FY 78 ACHIEVEMENTS	4																

EEO CORE COURSES

		MID CAREER		MGT. SEMINAR		SR. SEMINAR	
		No.	%	No.	%	No.	%
FY 78 GOALS	5						
FY 78 ACHIEVEMENTS	6						

COMMENT: REPORT MINORITIES AND WOMEN AS ONE NUMBER. DO NOT COUNT WOMEN TWICE. PERCENTAGE IS OF TOTAL ENROLLMENT IN COURSE ON PAGE 13.

COMMENTS: PERCENTAGE INDICATED IS OF THE TOTAL NUMBER REPORTED FOR THE ABOVE COURSES ON PAGE 13.

*EEO COURSES AS DEFINED BY THE EEO COORDINATOR ARE: MID-CAREER, MANAGEMENT SEMINAR, AND SENIOR SEMINAR.

REFERENCE: COMPUTER LISTING 601

_____ COMPONENT

FY 78

PLANNED OTR, COMPONENT AND EXTERNAL TRAINING*

| | | MANAGEMENT AND EXECUTIVE DEVELOPMENT | | | | | | | OTR** | COMPONENT CONDUCTED | EXTERNAL |
		FSM	GRID	MID CAREER	MGMT SEMINAR	SENIOR SEMINAR	LEVISON LEADER-SHIP SMR	PROGRAM FOR CREA-TIVE MGT			
FY 78 GOALS	1										
FY 78 ACHIEVEMENTS	2										
FY 78 NUMBER IN LINE 2 IDENTIFIED IN PDP	3										

FSM – FUNDAMENTALS OF SUPERVISION/MANAGEMENT
GRID – MANAGERIAL GRID

COMMENTS: *FOR COURSES NOT LISTED HERE BY NAME ATTACH LIST OF COURSES WITH NUMBER OF ENROLLEES.

**DO NOT INCLUDE THOSE OTR COURSES IDENTIFIED IN MANAGEMENT AND EXECUTIVE DEVELOPMENTAL SECTION.

LANGUAGE POSITIONS AND CAPABILITY

| | | LANGUAGE POSITIONS | | LANGUAGE CAPABILITY | | |
		TOTAL POSITIONS REQUIRING LANGUAGE S/2 OR HIGHER*	NUMBER OF POSITIONS WITH REQUIREMENTS FILLED	EMPLOYEE PLANNED GAINS, S/2 LEVEL OR HIGHER**	EMPLOYEE EXPECTED LOSSES, S/2 LEVEL OR HIGHER***	ESTIMATED ON DUTY STRENGTH S/2 LEVEL OR HIGHER
FY 78 GOALS	4					
FY 78 ACHIEVEMENTS	5					

COMMENTS: *AS INDICATED ON LANGUAGE CONTROL REGISTER R426100E.
**REFERS TO ADDITIONS TO A CAREER SERVICE ROSTER AND TO INDIVIDUALS COMPLETING LANGUAGE TRAINING WHOSE LEVEL OF COMPETENCE HAS BEEN ESTABLISHED BY OFFICIAL TEST.
***REFERS TO NET RIES REDUCES HILL CAREER SERVICE ROSTER AND TO OFFICIAL TEST.

REFERENCES: COMPUTER LISTINGS R426100E AND 161

FY 78

_____ COMPONENT

PERSONAL RANK ASSIGNMENT

		TOTAL PRA	GS-18	GS-17	GS-16	GS-15	GS-14	GS-13	GS-12	GS-11	GS-10	GS-09	GS-08	GS-07 AND BELOW
TOTAL PRAS AS OF 9/30/77	1													
TOTAL PRAS AS OF 9/30/78	2													
FY 78 PRAS AS PERCENT OF 9/30/78 ODS	3													
INITIAL PRA NTE 6 MO TO 2 YRS IN EFFECT 10/1/78	4													
INITIAL PRA NTE 2 YRS IN EFFECT 10/1/78	5													
PRAS WHICH HAVE* BEEN EXTENDED BEYOND INITIAL NTE	6													
TOTAL LINES 4-6 (EQUALS TOTAL OF LINES 8 AND 9)	7													
ONE GRADE PRA	8													
TWO OR MORE GRADE PRA	9													

AVERAGE GRADE INCUMBENT (_____)

AVERAGE GRADE POSITION (_____)

COMMENTS: *IF PRA INTERRUPTED BY LESS THAN ONE YEAR IN A NON-PRA ASSIGNMENT, COUNT AS CONTINUOUS PRA ASSIGNMENT.

ONLY PRAS IN EXISTENCE 9/30/78 NEED BE INCLUDED IN FY 78 DATA.

REFERENCE: COMPUTER LISTING R412536

PROFESSIONAL AND TECHNICAL COUNSELING CASES

_____ COMPONENT

		TOTAL		GS-15/ABOVE		GS-14		GS-13		GS-12		GS-11		GS-10		GS-09		GS-08		GS-07/BELOW	
		FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78
TOTAL RANKED IN LOWEST PERCENTILE DUE TO PERFORMANCE	1*																				
NUMBER OF EMPLOYEES COUNSELED	2																				
AGENCY SERVICE - 5 YEARS OR LESS	3																				
AGENCY SERVICE - 6 TO 13 YEARS	4																				
AGENCY SERVICE - 14 TO 20 YEARS	5																				
AGENCY SERVICE - OVER 20 YEARS	6																				
HOW MANY RANKED IN LOWEST PERCENTILES IN FY 76 AND FY 78	7																				
HOW MANY RANKED IN LOWEST PERCENTILES IN FY 77 AND FY 78	8																				
HOW MANY RANKED IN LOWEST PERCENTILES IN FY 76, FY 77 AND FY 78	9																				
ACTION TAKEN																					
TERMINATION/RESIGNED WITHOUT RETIREMENT	10																				
RETIRED VOLUNTARY OR INVOLUNTARY	11																				
REASSIGNED**	12																				
REDUCED TO LOWER GRADE**	13																				
NO ACTION	14																				
GIVEN REMEDIAL TRAINING	15																				

COMMENTS: *LINES 2-15 REFER ONLY TO EMPLOYEES IDENTIFIED IN LINE 1.
        **AN EMPLOYEE WHO IS BOTH REASSIGNED AND REDUCED TO A LOWER GRADE SHOULD BE COUNTED IN BOTH LINES 12 AND 13.

_____ COMPONENT

FY 78 PROMOTION STATISTICAL DATA

PROFESSIONAL EMPLOYEES

		EMPLOYEES PROMOTED TO GRADE												TOTAL OF EMPLOYEES NOT PROMOTED											
		18	17	16	15	14	13	12	11	10	09	08	GS-07 & BELOW	18	17	16	15	14	13	12	11	10	09	08	GS-07 & BELOW
NUMBER	1																								
AVERAGE AGE*	2																								
FY 78 MEDIAN - TIME IN GRADE (MONTHS)**	3																								
FY 77 MEDIAN TIME IN GRADE	4																								
FY 78 AVERAGE TIME IN GRADE (MONTHS)***	5																								
AVERAGE TIME IN GRADE FY 77	6																								
AVERAGE TIME IN GRADE FY 76****	7																								
AVERAGE TIME IN GRADE FY 75	8																								

COMMENTS:

PROMOTED EMPLOYEES
*INDICATE AVERAGE AGE AT TIME OF PROMOTION.
**INDICATE MEDIAN TIME IN GRADE FROM WHICH PROMOTED.
***INDICATE AVERAGE TIME IN GRADE FROM WHICH PROMOTED.
****15 MONTH PERIOD - 1 JULY 75 - 30 SEPTEMBER 76

EMPLOYEES NOT PROMOTED
*INDICATE AVERAGE AGE OF EMPLOYEES IN THE GRADE WHO WERE NOT PROMOTED.
**INDICATE MEDIAN TIME IN GRADE FOR EMPLOYEES IN THE GRADE WHO WERE NOT PROMOTED.
***INDICATE AVERAGE TIME IN GRADE FOR EMPLOYEES IN THE GRADE WHO WERE NOT PROMOTED.

REFERENCE: COMPUTER LISTING R484186

SEPARATION OF CIVILIAN STAFF PERSONNEL - FISCAL YEAR 1978

_____ COMPONENT

How many FBI identified officers separated? _____

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400030029-7

FITNESS REPORT RATING PROFILES

GRADE	TOTAL NUMBER RATED	RATING BY NUMBER AND PERCENTAGE										AVERAGE RATING			
		UNSATISFACTORY		MARGINAL		PROFICIENT		STRONG		OUTSTANDING		1975	1976	1977	1978
		No.	%	No.	%	No.	%	No.	%	No.	%				
TOTAL GS															
GS-18															
GS-17															
GS-16															
GS-15															
GS-14															
GS-13															
GS-12															
GS-11															
GS-10															
GS-09															
GS-08															
GS-07															
GS-06															
GS-05															
GS-04															
GS-03															

COMMENT: THE PERCENTAGE OF THE INDIV Approved For Release 2001/07/12 : CIA-RDP81-00142R000400030029-7

_____ COMPONENT

GROUP COMMUNICATIONS

Number of Meetings or General Briefings Held During the Fiscal Year for All Members of a Career Subgroup Office or DDO Division*					
FY 76 GOALS	FY 76 ACHIEVEMENTS	FY 77 GOALS	FY 77 ACHIEVEMENTS	FY 78 GOALS	FY 78 ACHIEVEMENTS

COMMENT: *INTERPRET AS APPLYING TO ANY MEETING HELD FOR ALL EMPLOYEES ASSIGNED TO A SENIOR STAFF, OFFICE OR A DDO DIVISION. DO NOT REPORT MEETINGS FOR ANY GROUP SMALLER THAN A MAJOR COMPONENT OR A DIRECTORATE OR THE EXECUTIVE OFFICES.

DD/A Registry
File *Personnel*

MEMORANDUM FOR: Deputy Director for Administration
                   Deputy Director for National Foreign Assessment
                   Deputy Director for Operations
                   Deputy Director for Science and Technology
                   Chairman, Executive Career Service Board

FROM   : F. W. M. Janney
             Director of Personnel

SUBJECT   : FY 1979 Annual Personnel Plan

    1. At the request of the Director, the FY 1979 Annual Personnel Plan will be prepared in two parts; Phase I - Projections for FY 1979, and Phase II - Achievements for FY 1978. The purpose of the division is to enable the Director to review and approve your personnel goals for FY 1979 prior to the beginning of the fiscal year.

    2. Forwarded herewith are the formats and instructions for completion of the FY 1979 Annual Personnel Plan, Phase I - Projections. The formats and guidances for Phase II will follow after conclusion of the current fiscal year. Phase I must be completed and submitted to the DCI for approval not later than 20 September 1978. To allow time for review and analysis, it is essential that the original and one copy of the completed Career Service consolidated report and one clean copy of each Subgroup report reach the Office of Personnel not later than Thursday, 31 August 1978. The original of the Career Service report will be provided to the DCI.

    3. The Annual Personnel Plan is one of the principal reports used at the DCI level in analyzing the Career Service personnel goals and achievements. With increasing financial restraints and reductions in personnel, the APP becomes an even more meaningful planning paper for effective personnel management. In developing this APP, particular attention should be focused on your planned promotions for FY 1979

making certain that projections meet the target guidelines for your
Career Service. Representatives from my office will meet with your
senior personnel officers and others concerned with the development
of your Career Service plans to discuss the guidelines in detail.

STATINTL

F. W. M. Janney

Atts.
  As Stated

AIDS AND GUIDANCE FOR PREPARATION OF
THE FY 79 APP REPORT (PART II)

OVERALL: Do not adjust goals your components established on the FY 78
APP, nor any of the historical data for FY 77 or prior years.

Page 1

When this page is used by the Career Service Subgroups, the

Losses and Gains will include all three types of losses and gains on

Page 1a. This provides a basis for Career Service review of personnel

movement as it affects the individual offices. In developing the

Career Service APP, however, this page will summarize only the losses

and gains for Career Service and for the Agency. (Lines 3 and 4 & 7

and 8 of Page 1a.) The Office of Personnel will develop the Agency

Loss and Gain statistics from the Career Service submissions, e.g.,

Lines 4 and 8 only on Page 1a.

Line 1 data should be taken from Line 1 on Page 1 of the FY

78 APP. This data is not to be adjusted. It is historical data.

Line 2 will be the same as Line 1, page 2 of the FY 78 APP.

It is not to be adjusted.

The other lines are self-explanatory; the goal lines come

from the FY 78 APP (do not adjust).

Page 1a

Lines 2 and 6 - Data on these lines reflects intra-Career

Service PCS transfers. When collated for the Career Service the losses

should match the gains in number as no employee reflected herein would

have left the Career Service in the move reported here. These numbers will not reflect in the Total Losses and Gains (Lines 4 and 6) on the Career Service consolidation.

Lines 3 and 7 - These lines reflect inter-Career Service transfers with a change of Career Service designation. The data on these two lines will not match for the Career Service report but when consolidated for the Agency, they should be equal, e.g., no employee reflected here has left the Agency in the move reported therein.

If for any reason your data on this page does not reflect the data on the computer list, please asterisk the number concerned and note on the back of the page the reason for and the number involved in the discrepancy.

Page 2

The totals on this page, both goals and "actual" will reflect on Line 9 and 10 of page 1.

Page 3

The data on this page supports the gross numbers for gains and losses on Page 1 and 1a. It provides the detail on the movement of personnel, intra and inter Career Service, "in" and "out" of the Agency, as well as conversions to professional status.

Pages 4, 5 and 6

Pages 4, 5 and 6 are important as evidence of personnel requirements; of temporary and permanent; intra and inter Career

2

Service; and advancement of employees to professional status. Please insure this data is as accurate as possible.

Page 4 - As noted on the page, the numbers on the chart reporting "Planned Lateral Entry (External)" of GS-12 and above professional personnel will also be included in the data for the larger scope report on Planned Professional Gains. The purpose of this chart is to identify the numbers of employees with significant prior work experience entering the Agency.

Page 5 - As noted in the covering memorandum, include all individuals who are or have been on rotational assignments during the year. Rotation, intra or inter, is directed to employee enrichment, hence the interest here is the number of individuals having the experience rather than how many jobs were filled.

Page 6 - The FY 78 estimated figures are taken from the related chart in the FY 78 APP. Do not adjust; if there have been organizational changes between Career Services which impact significantly on the estimates, note on the page.

Pages 7 and 8

The FY 78 estimates are taken from the related charts on the FY 78 APP.

The supplemental chart on these pages, Professional ODS and Promotions, is provided for comparative data and basis for percentages. The ODS line comes from Page 2, and professional promotion from the computer listing.

Pages 9 and 10

Same instructions apply here as for Professional except use the Technical employee data on Page 2 and from the computer listing.

Page 11

These are self-explanatory charts. The data for "Total Moves" comes from Page 4 and must match.

Page 12

The data for the EEO Core Objective Course percentages is taken from Page 13 report.

Page 13: Self-explantory.

Page 14

Line 1 is historical data and is to be taken from the FY 78 APP.

Page 15

Report on the chart only those employees who are low ranked because of poor performance. We are not, in this report, concerned with low ranking because of an arithmetical requirement.

Line 7 reports only those in Line 1 who were low ranked in FY 76 but not so ranked in FY 77.

The sum of Lines 10 through 15, while not totalled on this page, should be at least the same as the number on Line 1. As noted on the page, remedial training should be reflected in the report only when that is the sole action and there is no reassignment or downgrading associated with it.

Pages 16 and 17: Self-explanatory.

Page 18

    Self-explanatory. The average rating data for FY 75, 76 and 77 is taken from the FY 78 APP.

Page 19

    Meetings or briefings reported here must be at least at the Office level for all employees. At the Career Service or Directorate level, meetings of complete categories, such as all clerical, all secretaries, all junior officers, all middle grade officers, or combination thereof, should be counted. Meetings of Office Chiefs or Deputies are normal events and not considered valid for this report.

5